

# PROCEDURES FOR THE 2020-2021 RE-OPENING OF SCHOOLS: PARENT MANUAL

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## Irvington High School



Oge Denis, Jr., Ed.S.  
**Principal**

Dr. April Vauss  
**Superintendent of Schools**

**District Information**  
**2020-2021 Irvington Board of Education**

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Dr. Matin Adegboyega.....	Assistant Superintendent
Reginald Lamptey, CP.....	Assistant Superintendent/Board Secretary
Dr. Latee McCleo.....	Assistant to Assistant Superintendent
Roger Monel.....	Associate School Business Administrator
Alberta Sharif.....	Acting Director of Human Resources

**Directors**

Dr. John Taylor.....	Athletics/Physical Education
TBD.....	Mathematics and Assessment
John Amberg.....	Media Services/Technology
Patricia Dowd.....	Special Services
Tawana Moreland.....	Early Childhood
Dr. Pedro Ruiz.....	ESL/Bilingual/World Language

**Supervisors**

Lia Skibniewski.....	Early Childhood
Trudy Harte.....	Visual and Performing Arts
Celeste Banks.....	Government Programs
Teesha Davis-Drain.....	English Language Arts, K-5
John Doherty.....	English Language Arts, 6-12
Frantz Meronvil.....	Mathematics
John Severs.....	Science
Teresa Steele-Hunter.....	Social Studies
Lystrea Crooks.....	Special Services
Keith Perkin.....	ESL/Bilingual/World Language
Shelley Pettiford.....	Guidance/HSSC

**Principals**

Rose Gordon	Augusta Street School
Sean Evans	Berkeley Terrace School
Hubert Chase	Chancellor Avenue School
Mary Michailidis	Florence Avenue School
Dr. Chinaire Simons	University Elementary School
Dr. Deniese Cooper	Grove Street Elementary School
Malikita Wright	Madison Avenue School
Nicole Gilmore	Mt. Vernon Avenue School
Andrea Tucker	University Middle School
Stacey Love	Thurgood Marshall School
Muller Pierre	Union Middle School
Oge Denis Jr	Irvington High School

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# **Irvington High School**

## **PLAN FOR REOPENING OF SCHOOL FOR 2020-2021**

### **OVERVIEW**

Creating a connection with the Irvington School Community has never been more important. The past year has required us to work together and communicate to best serve our students and support their learning.

Irvington Public Schools is committed to ensuring all students have the necessary resources to stay connected. We will continue to update you with information as we progress through the school year. It is important that you feel part of this process and confident in your child's education.

To maintain a strong sense of family and to keep you updated, please make sure you update your most recent contact information, including your email address and cell phone number with your child's school.

Although the COVID-19 pandemic continues to create uncertainty, we remain committed to working with local and state health partners to develop a layered set of safety measures and protocols to help keep our family safe. The district may need to shift between learning models based on direction from our local and state public health officials and real-time health data. Therefore, it is important to understand some basic terminology found in this plan.

### **COVID-19 TERMINOLOGY**

**100% In-person/Synchronous:** All students attend classes physically in-person.

**Hybrid:** Students attend classes at home, in real time, simultaneously with peers who attend in-person.

**Remote Instruction:** Where the students and teachers are not physically present in a classroom environment, rather instruction is through technology tools such as chromebook.

**Asynchronous:** Students learn from home, using a variety of tools, when other learning options are not available due to outbreaks and/or quarantining.

**Quarantine:** Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent the spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their doctor and state and local health departments.

**Isolation:** Used to separate people infected with COVID-19 (those sick and those with no

symptoms) from people who are not infected. People who are in isolation should stay home until it is safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific “sick room” or area and use a separate bathroom (if available).

**Confirmed Positive Case:** An individual case of COVID-19 that has been verified/confirmed by public health or another healthcare provider.

## **GOALS**

1. Implement protocols and structures that protect the health and safety of students and staff.
2. Develop sound educational learning options for students and parents.
3. Maximize academic and social emotional growth opportunities for students.

## **HEALTH & SAFETY**

For the IPS hybrid model to be successful, it is imperative that staff members, students, and families continue to follow the social distancing guidelines set by the State of New Jersey and the CDC outside of school hours. In-person learning is dependent upon our school community following the guidelines with regularity and attentiveness. We must continue to do our best to support one another in adhering to these guidelines, and we ask that families emphasize the importance of these procedures through discussion with your child.

## **PREVENTION MEASURES**

### **Parents and Guardians - Daily Health and Safety Expectations**

Take your child’s temperature before they leave for school to ensure they do not have a fever.

Review health and safety expectations with your child.

Send your child in every in-person day with a clean face covering that securely covers the nose and mouth.

### **Student - Daily Health and Safety Expectations**

**All students must practice proper [CDC infection control measures](#):**

If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, and immediately discard the tissue.

Avoid touching their eyes, nose, or mouth.

Avoid touching any surfaces unnecessarily.

Refrain from physical contact, including hugs and hand-shakes.

## **FACE COVERINGS**

Face coverings are required for all students and staff in all Irvington Public Schools. In accordance with guidance from the CDC, the NJDOH and the NJDOE, the following requirements are in place until further notice.

A multi-layer cloth face covering that covers the nose and mouth and secures with ear loops must be worn at all times by all individuals in school buildings, on school grounds, and on school transportation, *except* in the situations listed below. In all cases, appropriate three-six feet physical distancing is required:

- While drinking
- During physical education classes when outdoors, when activities can occur with proper social distancing between individuals.
- Eating snack
- Mask breaks

Exceptions to mask/face covering requirements may be made for those for whom it is not possible due to medical conditions, disability impact, or other health or safety factors. A medical note must be signed by your child's primary professional care provider. The exemption must be approved by the building principal in consultation with the school nurse. Face shields or physical barriers may be utilized as an alternative in some instances.

The district will provide 2 reusable masks to each student. A supply of disposable face coverings for individuals/students who arrive at a district building without one, or while boarding school transportation will be provided one by the district. In the event a mask is damaged during the day, one will be provided by the school. **Gaiters, bandanas, and masks with one-way valves, and comparable items**, do not comply with this CDC guidance and are not permitted in district buildings or buses.

If the student is not willing to comply with the mask/face covering policy, they will be sent to the main office. Appropriate support and education on the importance of wearing a mask/face cover at school will be reviewed with the student. Every effort will be made to have students comply with these requirements so they may remain in school. ***If the student still refuses to comply, parents will be called and the student will be sent home.***

Students who fail to comply with the mask/face covering policy will be re-assigned to remote

instruction for the remainder of the school year. View the CDC infographic below for guidance on acceptable face coverings. Any masks that have a vent or valve **will NOT be allowed to be worn in school by students or employees.**

Recommended	Not Recommended
 <p data-bbox="407 485 716 512">Non-medical disposable masks</p>	 <p data-bbox="1040 485 1398 541">Masks that do not fit properly (large gaps, too loose or too tight)</p>
 <p data-bbox="407 625 781 716">Masks that fit properly (snugly around the nose and chin with no large gaps around the sides of the face)</p>	 <p data-bbox="1040 625 1398 716">Masks made from materials that are hard to breathe through (such as plastic or leather)</p>
 <p data-bbox="407 772 756 829">Masks made with breathable fabric (such as cotton)</p>	 <p data-bbox="1040 772 1425 863">Masks made from loosely woven fabric or that are knitted, i.e., fabrics that let light pass through</p>
 <p data-bbox="407 919 781 1031">Masks made with tightly woven fabric (i.e., fabrics that do not let light pass through when held up to a light source)</p>	 <p data-bbox="1040 919 1247 947">Masks with one layer</p>
 <p data-bbox="407 1087 711 1115">Masks with two or three layers</p>	 <p data-bbox="1040 1087 1414 1115">Masks with exhalation valves or vents</p>
 <p data-bbox="407 1234 711 1262">Masks with inner filter pockets</p>	 <p data-bbox="1040 1213 1393 1241">Wearing a scarf/ski mask as a mask</p>

For more information on face coverings, visit [https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#anchor\\_1604966572663](https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html#anchor_1604966572663)

## **VISITOR POLICY**

Visitors will be limited from entering the school building except for contracted service providers and those deemed necessary by building administrators. All visitors must make appointments before entering any district buildings. To keep our students and faculty safe, visitors who are permitted to enter the building must adhere to the following safety protocols:

- Enter and exit only through the front entrance of the school
- Required to enter through the temperature scanner
- Verify that they are symptom-free
- Wear a mask/face cover at all times
- Apply hand sanitizer upon entry
- Maintain all social distancing guidelines while in the building

A visitor log will be maintained by security personnel or greeter. The log will include the date of visit, contact phone number, arrival/departure times, and the areas visited within the building.

Parents dropping off items for students during the school day can leave a clearly labeled item in the designated drop area in the main entrance vestibule.

Please note that anything of value is not the responsibility of the school district.

## **LEARNING EXPECTATIONS**

All students are expected to meet deadlines as set by their teachers. If there are special circumstances, please notify the teacher and/or administration.

Students will be expected to fully engage in learning for the entire duration of each school day.

### **Classroom Environment**

Classrooms are arranged to maximize space between seating and desks while maintaining compliance with the CDC guidelines. Clear desk shields have been placed on every teachers' desk, as well as students' desks, to increase safety between students and staff members.

Teachers will implement distance procedures into classroom routines.

## **COHORTING**

Irvington High School will follow the approved [2020-2021 calendar](#) that is posted on our website. The high school will implement a hybrid schedule of in-person and virtual instruction.

In order to comply with social distancing guidelines, we will be splitting our student population into groups for a hybrid schedule of in-person and virtual instruction. Each grade level will be

split into 4 groups, alphabetically. Each group will be assigned a day of the week to report to school for in-person instruction. Students will not be allowed to switch groups.

For example, **James Severs** is an **11th grade student**. According to the table below, James is scheduled to report to school for in-person instruction on **Fridays only**. All other days, James will login for virtual instruction from home.

Teachers will be live streaming their classes each period for students at home.

### Irvington High School Daily Cohorts

Grade	Monday	Tuesday	Wednesday	Thursday	Friday
9	Abankwa-Dorval	Dorvilus-Lee	Remote Day for Students	Leon-Reid	Richard-Zaruma Chimborozo
10	Aaron Eley-Duncan	Duperval-Lagrand	Remote Day for Students	Lahens-Raymond	Reid-Zaruma Guaman
11	Aguaiza-Dieujuste	Dijon-Johnson	Remote Day for Students	Jones-Phillips	Pierre-Zila
12	Abarah-Delisser	Dennis-Lemes	Remote Day for Students	Leverett-Pierre Louis	Pierresaint-Zaruma
<b>Total</b>	<b>392</b>	<b>392</b>	<b>0</b>	<b>392</b>	<b>392</b>

### DAILY BELL SCHEDULE

Irvington High School will continue to use the current bell schedule.

Block	Hour	Time
0	7:25 a.m.- 8:10 a.m.	45 min
HR	8:17 a.m. - 8:26 a.m.	9 min
1	8:30 a.m. - 9:27 a.m.	57 min
2	9:31 a.m. - 10:28 a.m.	57 min

<b>3</b>	<b>10:32 a.m. -11:29 a.m.</b>	<b>57 min</b>
<b>4</b>	<b>11:33 p.m. - 12:30 p.m.</b>	<b>57 min</b>
<b>Lunch</b>	<b>12:35 p.m. - 1:32 p.m.</b>	<b>57 min</b>
<b>Block 5 / Enrichment Sessions</b>	<b>1:36 pm - 2:21 p.m.</b>	<b>45 min</b>
<b>Enrichment Sessions</b>	<b>2:25 p.m. - 2:45 p.m.</b>	<b>20 min</b>
<b>Teacher Dismissal</b>	<b>3:00 p.m.</b>	

Each school day will end at 12:30 PM, as we are unable to achieve social distancing during lunch periods. Students can pick up ‘grab & go’ pre-packaged lunches as they exit the building. Athletes staying for practice will be allowed to consume their lunch in the cafeteria and possibly the gym.

Athletic practices will be held after 3:00PM (check with coach for confirmed schedule).

**REMOTE LEARNING GUIDELINES**

During remote learning sessions the following guidelines will be in effect:

- Students in the hybrid setting must utilize the chrome books given by the district. Personal devices are not allowed in the building.
- Students must attend the entire class: remote session, and return digitally when directed, and/or complete the asynchronous learning activity.
- Students will be encouraged to have their camera on in whole-class sessions, breakout sessions, and support sessions unless agreed upon by the teacher.
- Students will have their first and last names as identifiers during each live session and use their Irvington Public School account. Students may be denied access to class if they do not login with their district email account.
- Students will have blank or non-descript backgrounds. Students with distracting backgrounds will be asked to remove them.

- Students will set up a workspace and commit to a location for the entire session. The workspace should have all materials needed and ready for use.
- Recording of live lessons by students is prohibited. Any use of teacher, or student, images are prohibited.
- Students will abide by the class rules and expectations their teachers have outlined.

### **ATTENDANCE POLICY**

The IPS Attendance Policy applies to both in-person and virtual learning classes. All students are to be present at all times during a live lesson. Staff will take attendance utilizing PowerSchool for both in-person/hybrid and virtual students. As you already know, please call and/or email the school's attendance office if your child will be absent. Always report your child's absence daily. Call the attendance office at (973)-399-6897 ext. 1807 between 7:05 and 9:45 a.m. Only parents/guardians may call the main office to report attendance.

To assist us in preventing learning loss, to the best of our ability, it is important that students are actively engaged in the learning process.

### **COMPULSORY ATTENDANCE**

New Jersey's compulsory education laws continue to apply to all persons between the ages of 6 and 16.. **A student who does not participate daily in either in-person instruction or remote learning shall be deemed absent by the District** in violation of compulsory education laws. Board Policy 5113, "Attendance, Absences, and Excuses," continues to apply. Daily participation in remote learning may include but is not limited to, evidence of participation in online activities, completion of regular assignments, completion of assessments, and contacts between District employees and students or parents/guardians.

The District has developed the following tiered re-engagement strategies for students who are absent from remote learning for more than three (3) of the instructional days in a school week:

1. Verification of current contact information for each enrolled student.
2. Daily notification to parents/guardians of absences;
3. Outreach from the District to determine student needs including connection with health and social services as necessary and, when feasible, transitioning the student to full-time in-person instruction.

The District shall document daily participation for each student on each school day, in whole or in part, for which remote learning is provided.

## SPECIAL CIRCUMSTANCES

There will be students who can't always log into their virtual classroom at specific times because of family situations and needs. Parents **must** notify the classroom teacher if their child is unable to attend or participate in the lessons/assignments on any given day.

Students should be given the opportunity to demonstrate that they are engaged and involved in their academic work in other ways via an alternate assignment, **either** online or offline. These assignments must be differentiated to accommodate the missed live instruction using platforms such as I-ready, Brain-pop, Khan Academy, paper-based choice board, etc.

## ENTERING SCHOOL

Students must wear a mask/face covering when entering the building.

All students will arrive at **8:17 a.m.** and enter through designated doors.

- Grades 9-10 will enter through the **Front Door**
- Grades 11-12 through the **West Wing Gym Lobby**
- **Teachers** will enter the building through **East Wing Parking Lot Exit 7**
- Administrators, Secretaries, Deans, and Security will enter through the West Wing parking lot doors.

**\*Times and locations are subject to change. Families will be notified of any changes.**

- In order to expedite the arrival process, please make sure your child is wearing a mask prior to arriving at the building and approaching the temperature scanner machine.
- Floors and hallways are marked for safe student and staff movement. These markings should be followed during entrance to school, exit from school, and walking through the hallways.
- Students must properly wear masks while on school grounds. ***No student should enter the building without properly wearing a mask.***
- Students should maintain a proper social distance when they are in the parking lot, on a sidewalk, entering the building, and walking through the hallways.
  
- Students who arrive late must enter through the main entrance and check in at the security desk.
  
- Lockers will not be utilized in the building. Please have your child(ren) wear a coat or layered clothing due to cold classrooms for ventilation purposes.

## **EXITING SCHOOL**

Students will dismiss through designated areas.

All students will exit at 12:30 p.m.

- West Wing and Basement Classes - EXIT 1
- 1st Floor Classes: EXIT 3
- 2nd Floor Classes: EXIT 8
- 3rd Floor Classes: EXIT 6

\*Times and locations are subject to change. Families will be notified of any changes.

When possible, directional arrows will be used to signify flow of the doorways. Stairwells will be designated as up-stairs or down-stairs for one-way flow of traffic. Students will be prohibited from congregating in hallways and common areas.

**Bussing students will depart from school 5 minutes earlier.**

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## **EARLY DISMISSAL**

Parents requesting an early dismissal must contact the building main office prior to arrival at (973) 399-6897 . Students being dismissed early by a parent must sign out at the security desk in the lobby before exiting the building. Parents must wait in the vestibule for their student. Verification of ID and student information will be conducted through the vestibule intercom.

## **LATE PICK OF STUDENTS**

Students are expected to be picked up on time at their designated pick-up location. Parents who arrive late will receive:

- 1<sup>st</sup> offense-verbal reminder
- 2<sup>nd</sup> offense-written correspondence/conference with building administration
- 3<sup>rd</sup> offense-student will be transferred to remote instruction for remainder of school year

## **STUDENT TRAVEL WITHIN BUILDING**

Students are expected to meet the social distancing guidelines at all times while entering, exiting, and moving throughout the building. Students are not permitted to gather in the hallways, cafeteria, library or common areas at any time. Students will walk on the right side of all

hallways and staircases and will take the most direct route to their destination.

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## **CLASSROOM EXPECTATIONS**

Teachers must maintain assigned seating to assist with contact tracing should a student be identified as being diagnosed with COVID-19. All seating should maintain guidelines for distance, face the same direction, and be six feet from the front of the room where the teacher is located.

- Students will not be permitted to share any textbooks, computers, snack, or any other materials. When applicable students will receive individualized resources for classroom use.
- All teachers will maintain a bathroom sign out form to assist with contact tracing should a student be diagnosed with COVID-19.
- When entering the school students must go directly to their classroom.
- Classrooms will be rearranged to accommodate six feet of spacing between desks wherever possible. All desks will face the same direction. Seating should not be moved by students at any point unless directed by the teacher.
- Disinfecting wipes and/or spray and hand sanitizer will be provided in each classroom. Teachers and/or students will wipe down the touchable surface of each student desk at the end of the class period. Students will also have the ability to wipe down their assigned desk prior to class. The sharing of supplies and equipment is discouraged; if items are shared, they must be cleaned and disinfected between each use.
- The media center will be open, but the spaces will be rearranged to achieve social distancing.
- When weather permits, windows should be opened to allow for greater air circulation.
- Signs and markers on the floor throughout the buildings will remind students to stay six feet apart from others. Signs will also be posted reminding everyone of good hygiene practices, including hand washing.

## **WATER FOUNTAINS**

Water fountains will not be used until further notice. Students are encouraged to bring their own water. To drink from their desk with minimal risk, students should be encouraged to use a bottle that they can sip from while pulling the mask up to expose their mouths while still covering their nose, rather than pull it down completely.

## **BATHROOM PROCEDURES**

- No more than one student can leave the classroom at a time for any reason that does not involve the main office, nurse's office, or counseling office. All hallway travel, and time

out of the classroom, will be recorded by the teacher to help with contact tracing. Each teacher will have a log for this purpose. Students will use hand sanitizer before leaving, and after re-entering their classrooms. This will be in addition to handwashing.

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- Students must practice good hand hygiene by washing with soap and water for more than twenty seconds.

## **PHYSICAL EDUCATION**

Per the guidance from the NJ Department of Education, Physical Education classes can take place; however, no physical contact can be made, and students must socially distance. The sharing of physical education equipment is discouraged; if equipment is shared, it must be cleaned and disinfected between each use. Locker rooms will be closed, so students will not be able to change clothes for PE class. Locker rooms will only be open for bathroom usage. We encourage students to wear comfortable clothing (following the dress code) and wear or bring sneakers, since they will be unable to change for PE class.

## **SUPPORT SERVICES**

School counselors, Health and Social Services Coordinators, and Parent Coordinators will continue to support and remain available for all remote and hybrid students. Our support personnel will work with parents, teachers and students to create a supportive environment that will help each student achieve to the best of his/her ability. The counselors are also available to speak and meet virtually with any parent to discuss concerns and can be reached at 973-399-6897 ext. 1814. The Health and Social Services Coordinator and Parent Coordinator can be reached by calling the schools main office.

## **TRANSPORTATION**

- Students will be required to wear a mask the entire time they are on the school bus. A mask will be provided for students who do not have one.
- 
- The driver will load the bus rear to front. The driver will unload the bus front to back to ensure physical distancing. School bus drivers will make sure the bus is set up and labeled for proper social distancing.
- Students are to remain in the same seat during the entire ride. As weather permits, windows will remain open to increase air circulation. Buses will be cleaned after each transportation run is complete.

## **CONTACT TRACING**

- Contact tracing is the process used to identify persons who have come into contact with someone who has tested positive for COVID-19.
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- The school nurse will notify parents/guardians whose students have been identified as being in “close contact” of a person with a positive case. Public health officials will also contact those individuals to outline next steps the student’s family should take.
- It’s important to note that not all families will be notified of every case related to a school community. Families whose children are directly affected by the cases (such as if their child was a close contact of the person with the positive test result or if the impact of the case or cases is more extensive) will be notified.
- Contact tracing is a confidential and private process. The Irvington Public Schools and public health employees cannot and will not release the name or other private information about a student or staff member who may have come in contact with someone at school with a verified/confirmed case of COVID-19.
- If the impact is widespread or if a cluster is identified by public health officials, parents and staff members at the affected school will be notified by the principal via the district's mass notification system.

## **IMPORTANT FACTORS**

If the IPS becomes aware that an individual who has spent time in a district facility tests positive for COVID-19, district officials must immediately notify local health officials, as well as staff and families as appropriate, of a confirmed case while maintaining confidentiality.

Upon notification that a student or staff member has tested positive for COVID-19, the local health department will work in conjunction with the District Contact Tracer and building principal to determine the close contacts of the individual.

All close contacts will be contacted and health department recommendations to quarantine will be advised.

- A close contact is defined as being within 6ft for a period of at least 15 minutes with or without a mask.

**District Contract Tracer** will be provided with the following information when collaborating with the Health Department

- Identity of person

- Date the person with COVID-19 was last in the building(s) and what type(s) of interactions the person may have had with other people, how long their interactions were with other people in each building, and if other persons in the buildings have developed symptoms.

### **NURSING PLAN**

- Students and staff are highly encouraged to stay home if they are sick. If an individual arrives at school with COVID-19 symptoms, they will be sent home until CDC clearance criteria for return to school is met.
- Updated sick day rules to adhere to CDC guidance outline when students are allowed to return to school after an illness-time (extended to 72h).
- Isolation room will be made available for students and staff with symptoms of COVID-19 while waiting to be picked up from school. Plexiglass will be installed in the isolation room.
- Plexiglass barriers will be installed in the nurse's office.
- Hand sanitizer dispensing units will be placed at each health office entrance.
- Students and staff must clean hands before entering and leaving the nurse's office.
- The school nurse will notify the custodian when the isolation room has been used-must be sanitized between each use.

### **STUDENT SYMPTOM SCREENING CHECKLIST**

- Have any of the students had close contact (within 6 feet for at least 15 minutes) in the last 14 days with someone diagnosed with COVID-19, or has any Health Department or Health Care Provider been in contact and advised you to quarantine?**

**No contact.** Your student can be at school if they are not experiencing symptoms.

**Yes, contact.** Your student should not be at school. The child can return 14 days after the last time the child came in contact with someone with COVID-19, or as listed below.

- Do any of the students have any of these symptoms?**  
*Fever, Chills, Shortness of Breath/Difficulty Breathing, New Cough, or New Loss of Taste/Smell, Nausea, Upset Stomach, Diarrhea, Headache, Dizziness.*

**No, symptoms.** Your student can be at school.

**Yes, symptoms.** If yes, your student should stay home, be quarantined, and a family member should call the child's healthcare provider or public health.

- Since they were last at school, have any of the students been diagnosed with COVID-19?**

**No, diagnosis.** Your student can be at school if not experiencing symptoms.

**Yes, diagnosis.** If your student is diagnosed with COVID-19 based on a test, their symptoms, or

does not get a COVID-19 test but has had symptoms, the student should not be at school.

## **DAILY PROCEDURES AT-A-GLANCE**

### **Arrival:**

- Hybrid students may be dropped off no earlier than 8:17 a.m.
- Check-in for all hybrid and remote students will be from 8:17 a.m. to 12:30 p.m.
- All students will enter through their designated entrances, wearing a mask and a temperature check.
- All students and staff will use hand sanitizer when entering and leaving the building.
- Students will proceed directly to their assigned classroom.

### **Lunch Distribution: Starting April 19, 2021**

- Bagged lunches will be distributed on each floor for students who want it.
- Remote students will pick up their lunches at the Front Door of the high School.

### **Visiting the Nurse:**

- Limit visits to the nurse's office for non-medical conditions.
- Staff will call the nurse's office when a student is in need of assessment. The staff member will provide the following information over the phone. Students will stop at the nurse's office door and wait for a temperature check.
- Students will stand in the appropriate social distancing floor markings outside of the office.
- If the student has a temperature of 100.4 degrees Fahrenheit or greater, or displaying any of the identified COVID-19 symptoms he/she will be instructed to go directly to the isolation room where parents will be notified and children will be monitored.
- The parents should pick up the children within 60 minutes once notified by the nurse.

### **Bathroom:**

- Bathrooms should have no more than 2 students at a time in the bathroom.
- Use the bathroom with their mask on, and thoroughly wash their hands after finishing.

### **Hallway Movement:**

- Students will sanitize their hands upon leaving, and entering any office or classroom.
- Please try to bring essential supplies and materials only, as storage space is limited.
- Students and staff will always stay to the right when moving through the building. There will be no passing in the hallways.
- There will be signage in the building indicating the flow of pedestrian traffic. Teachers will review these procedures with students.

### **Dismissal:**

- Parents, and authorized adults, will legally park their cars and follow all local municipality parking enforcement laws.
- Students should not loiter after dismissal and should depart the school grounds as quickly as possible.
- Staff will be monitoring dismissal procedures to ensure that all safety protocols are being followed.

## **IMPORTANT LINKS**

### **Federal**

[CDC guidance for schools](#)

[CDC Guidelines on Cleaning and Disinfecting](#)

### **CDC Training Videos**

[How to Wear a Mask](#)

[Handwashing](#)

[Social Distancing](#)

[COVID-19 Stop the Spread of Germs](#)

[11 Symptoms of COVID 19 \(Coronavirus disease\) - Updated CDC guidance](#)

[Taking Care of Your Daily Health During COVID-19](#)

### **State**

[New Jersey COVID-19 Information Hub](#) - Testing & Vaccination Information

[New Jersey Department of Health](#)

[New Jersey Department of Education COVID-19 Guide](#)

<https://www.njmentalhealthcares.org/>

<https://www.nj211.org/mental-health-resources>

## **SOCIAL AND EMOTIONAL LEARNING**

A component of the New Jersey Department of Education's proposal for the return to school, included essential social and emotional learning components. The district is focused on the well-being of all students, staff, and families. These unprecedented times require changes on how instruction will be delivered to support all students' social and emotional learning needs. The following strategies will be practiced for school year 2020-2021:

- Morning or Afternoon meetings prior to the start of lesson activities to facilitate opportunities for students to connect and reflect
- Meditation and Mindfulness exercises, when possible
- Integrated Social and Emotional classroom lessons (shared ideas for the counseling department)

- Daily check-ins by school social workers and school counselors
- Individual and Group counseling sessions facilitated by school counselors and the HSSC
- Counseling and mental health resources provided to families, as needed
- Professional development for staff on topics such as grief and loss, depression, anxiety, motivation techniques, social and emotional curriculum, and promoting mental wellness

### **ACADEMIC, SOCIAL, AND BEHAVIORAL SUPPORTS**

Multi-tiered Support Systems - All schools will provide the following support systems for students' academic development and social growth: RTI, I&RS, PBSIS, Counseling Support Services; as well as universal screenings if needed. To support all students' academic, social, emotional, and behaviors, teachers will use positive dialogue starters to elicit students' responses and provide appropriate dialogue to support and engage students in the process of learning content and class discussions (identify students in need and provide support).

- Developmental expectations: Language abilities of students based on age, Non-verbal communication (drawing versus writing)
- Engage trusted staff in the school community as per students and families request to support students' social and emotional needs
- Build capacity of staff to recognize students' needs, and seek support for them (professional development training)

Provide for the social, behavioral, emotional, and mental health needs of the students and families in the community. This will include flexibility to accommodate the needs and different circumstances of families and students.

### **CLEANING**

Cleaning and disinfecting will be the main focus of both the maintenance and custodial staff. Only essential maintenance activities will occur in order to allow both the maintenance crews and custodial staff to focus on cleaning and sanitizing the facility. The early dismissal bell schedule will allow the most time for staff to ensure classroom and building cleaning can be thoroughly completed at the end of every school day. This schedule will also allow both the day crew and night crew of the maintenance and custodial staff to be assigned targeted cleaning tasks, based on the usage of the building on that day. Teachers and students will be asked to wipe down student desks in between each period. This will allow custodial staff members to focus on bathrooms and touch points throughout the building. All cleaning products used to disinfect will be EPA registered and approved for use against the virus that causes COVID-19.

The Custodial Staff will ensure that in addition to standard building cleaning, several additional measures are completed to focus on the health and safety of our staff and students.

Buildings will be cleaned progressively while staff and students are present. Focus will be on the disinfection of frequently-touched surfaces, including door knobs, handles, hand railings, bathroom fixtures, tables, chairs, etc. In the afternoon and evening, all classrooms will be thoroughly cleaned and disinfected, as well as the Cafeterias, Gyms, Media Centers, Kitchen Areas, Guidance and Child Study Team offices, Auditorium, locker room bathrooms, etc.. As different needs are discussed, the staff will adjust accordingly. The Head Custodian Supervisor will coordinate cleaning schedules with the staff and adjust as needed.

In addition, we are implementing the following:

- Hand sanitizer\* stands are installed throughout the building.
- After students/staff enter the buildings in the morning, all touch points and bathrooms will be disinfected.
- All bathrooms will be disinfected hourly and adjusted accordingly by usage.
- When staff and students leave the buildings for the day, all areas will be disinfected.
- All cleaning products to be used will be EPA approved for use against the virus that causes COVID-19.

\*hand sanitizer provided will have an alcohol content over 60%

## **TECHNOLOGY AND CONNECTIVITY**

- Teachers will utilize Google Meet to stream their classes live to students attending school virtually. Teachers will distribute the join links/codes to their Google Meets either via Google Classroom, Email and/or Calendar invite. Students will utilize their Chromebooks to access the Google Meet meeting of each class when attending school remotely.
- Students on-site are also expected to utilize their Chromebooks for in-person activities and to log into Google Meet if needed, and therefore should bring their *fully-charged* Chromebooks to school when attending school in-person. Personal devices are not permitted.
- Teachers will utilize their district-assigned laptops as the source for streaming their classes live to remote learners. In addition, teachers may use additional video devices to facilitate live demonstrations for both on-site and remote learners when needed (e.g.

document cameras streamed to Google Meet and projected on the classroom overhead projector).

- Teachers will use Google Meet to provide enrichment sessions after school. Teachers may require Google calendar appointments for office hours. Teachers will also continue to be available to both remote and in-person students via email during school and enrichment sessions.
- If students attending school remotely need tech support or to exchange equipment, they will make an appointment via email by contacting their school counselor or grade level administrator.
- Students can clean the outer surface of their Chromebook (including keys and screen) and their chargers, with a *lightly* moistened paper towel/cloth at their convenience (e.g. at the end of a day at school). If using a disinfecting wipe, the wipe should be only *lightly* moistened. Chromebooks should be cleaned only while powered off. After cleaning, wait until all moisture has evaporated completely before turning it on again.
- Some of the software tools to be utilized in the hybrid scenario include Google Classroom, Google Meet, Kami, Kahoot, NearPod, and EdPuzzle. Teachers might utilize additional specific online tools designed for their field of instruction.
- 
- Efforts will be made so the majority of assignments can be submitted online to avoid the exchange of physical materials between students and teachers.

### **CAFETERIA AND MEALS**

- Whitson, the District's food service management company will be in operation. They will wear appropriate PPE and sanitize surfaces regularly. Staff members will be checked prior to their shift, and anyone that may be showing symptoms will not be reporting for work.
- 
- They will only prepare pre-packaged meals that are fully wrapped and sealed.
- 
- Free and Reduced-priced meals will be provided to the students eligible for the program. Lunches for students in the building will be grab and go as they dismiss at 12:30 p.m. Grab & Go lunches will be available for students who opt for 100% virtual at the main entrance during dismissal at 12:30 p.m.

## **COUNSELING AND MENTAL HEALTH SUPPORTS**

The guidance offices will implement the following procedures and supports to assist students and staff when school reopens:

### Health and Safety Protocols

- Meetings with guidance counselors will be by appointment only and virtual whenever possible.
- Protective barriers will be installed on the administrative assistants' desks to allow them to safely interact with students, staff, and parents.
- All students and staff are required to wear masks, even if they are more than six feet distant from another person in the counseling office.

### Scheduling Meetings with Counselors:

- Students will email their counselor and state the reason for their request. The counselor will respond to the email within 24 hours and schedule a Google Meet meeting with the student, if applicable.

### Attendance:

- Attendance will be enforced for all students every day no matter if they are attending virtually or physically. If students are not attending class, the counselors should be notified by the attendance office through reports or by teachers. The counselors will work with the grade-level assistant principals to address attendance issues with students. They should work to determine the reason for the lack of attendance and follow-up appropriately and connect the student with any necessary resources.

## **SPECIAL EDUCATION SERVICES**

### Attendance & Schedule:

Students with IEPs will follow the district's daily schedule, bell schedule, and attendance with exceptions as determined by the student's IEP team. (For more detailed information regarding schedule and attendance, please refer to [Section 1](#).)

Students who are medically fragile or immune-compromised may participate in virtual instruction 100% of the time based on their medical condition and their physician's recommendations.

### Instruction:

Students with IEPs will be provided with specially-designed instruction and accommodations and modifications as delineated in their IEPs to the greatest extent possible.

During in-person and virtual instruction, general and special education teachers will work collaboratively to plan and deliver specially designed instruction to students via the district's Learning Management System (LMS), Google Classroom, and other online platforms. Assignments are made available and posted on Google Classroom. Assignments are modified and/or accommodated by teachers in order to follow IEP requirements and support progress towards IEP goal attainment. Modifications include, but are not limited to, extended time, videos with closed captioning, accessible reading materials, and audible reading materials. Assistive technology, such as Google Chrome web extensions, aid students through text to speech, readability, reading comprehension, focus, and navigation.

#### Community-Based Instruction & Work-Based Learning:

Students with IEPs in the transitional, 18-21 Community Based Instruction will be provided the opportunity to participate in safe work-based learning, either remotely (simulations, virtual tours, etc.) or in-person. Students in this program will report to school everyday except Wednesdays.

#### Related Services:

Related service providers will develop a schedule for in-person and virtual instructional weeks to implement IEP driven services to the greatest extent possible. Related services will be provided in-person and/or through telepractice, as required by the student's IEP.

#### Progress Monitoring:

IEP services and student progress will be tracked through formative and summative assessments, district benchmark assessments, review and analysis of work samples, clinical notes (for related services), as well as physical or virtual participation during lessons, conferencing, and/or therapy sessions. Progress towards IEP goals and objectives is measured and evaluated through instructional activities and assessments and documented in IEP progress reports and at annual IEP review meetings.

Teachers will maintain lesson plans where instructional activities and students' use of accommodations and modifications will be recorded. Teachers are also required to maintain folders with student work samples demonstrating progress towards IEP goal attainment.

Child Study Team members, special education teachers, and related service providers will employ different data collection and progress monitoring tools to monitor students' progress towards IEP goals and objectives.

- Progress Monitoring Feature of IEP Direct

- Virtual progress monitoring tools

#### IEP Meetings:

In order to adhere to social distancing guidelines, IEP meetings will be scheduled and held virtually via Google Meets or telephone conference in accordance with IDEA guidelines.

#### Evaluations:

Child Study Team members will follow the guidelines and best practices for assessment administration.

#### Communication, Collaboration, and Overseeing IEP Implementation:

Child Study Team case managers will communicate with teachers, related service providers, parents, and students to ensure appropriate IEP implementation and provision of special education services. Case managers will regularly reach out and contact teachers and parents via phone, e-mail, and Google Meets meetings to oversee IEP implementation and answer questions and concerns. In addition, regularly scheduled IEP meetings will be held in collaboration with families to assess progress, review and develop IEPs, and address questions and concerns.

#### Personal Protective Equipment (PPE) requirement for Students with IEPs:

Students with IEPs are required to wear a mask or face covering on the bus and throughout the school day as described in [Section 3](#).

Exceptions for the requirement of face coverings can be made by the student's IEP team when a student's documented medical condition, or disability (medical, intellectual and/or behavioral) as reflected in an Individualized Education Program (IEP), precludes the use of a face covering.

### **ENGLISH LANGUAGE LEARNERS**

ESL teachers and classroom teachers will continue to implement instructional strategies to address the academic and language needs of ELL students. In addition, supervisors, building principals and teachers will continue to collaborate with families to provide resources and tools to ensure the academic success of ELL students.

- ESL teachers will meet with students virtually using online district's tools/platforms for synchronous and asynchronous learning
- ESL teachers will plan tailored lessons to meet the needs of English Language Learners. Teachers will work to make the curriculum content comprehensible to students. They will focus on helping students develop in the areas of Listening, Speaking, Reading and Writing with specific focus placed on developing speaking skills

The district's website will continue to offer parents information on school reopening and resources/tools to support students at home. Information on the webpage is made available in multiple languages to meet the needs of our ELL population.

### **EXTRACURRICULAR ACTIVITIES AND ATHLETICS**

All student clubs are requested to conduct meetings virtually after the school day ends.

At this time, no field trips will be planned.

High school athletics program is governed by the New Jersey Interscholastic Athletics Association (NJSIAA). All updates and guidance from the NJSIAA will be shared with the coaches and athletes. The Athletic Director will continue to monitor any further updates.

Athletics practice will be held following the end of the school day. (athletes should verify practice schedules with their coach).

### **USE OF FACILITIES BY OUTSIDE GROUPS**

At this time, the indoor facilities are closed for use by outside groups.